

**Evidence Required to Show the Right to Attend the Meeting, Registration Process  
and Voting at the Shareholders' Meeting via Electronic Media ("E-AGM")**

To ensure that the shareholders' meeting of SUN Vending Technology Public Company Limited ("the Company" or "SVT") proceeds in a fair and transparent manner, not contrary to the Company's Articles of Association and the relevant laws, and is beneficial to shareholders, the Company requires every attendee to present documents or evidence which verify their identity as a shareholder or a proxy of a shareholder who has the right to attend and vote in the shareholders' meeting via electronic media "E-AGM" for examination, which every attending shareholder and proxy of "E-AGM" must abide to. Moreover, the Company reserves the right to postpone the submission of documents or evidence which verify their identity as a shareholder or a proxy of a shareholder who has the right to attend the meeting as considered appropriate.

Shareholders or proxies who wish to attend the meeting must submit the required documents verifying their identities to the Company by April 12, 2022. After the Company has verified that the information provided in the list of shareholders who have the right to attend the meeting is accurate and complete, the E-AGM service providers will send a link to access the shareholders' meeting as well as an instruction manual to the e-mails that shareholders have provided within the acceptance forms for the 2022 Annual General Meeting of Shareholders via electronic media ("E-AGM") (*per attachment 5 page 33*). The link will be send 2 days before the date of the E-AGM.

This year's Annual General Meeting of Shareholders ("E-AGM") is conducted exclusively via electronic media ("E-Meeting"). The Company does not organize any venue to accommodate shareholders in any way. We request that the shareholders "do not travel to the Company's office or any venue". at the Company's office or the location of the live broadcast of the shareholders' meeting

**1. Documents and evidence required by the attendees to verify their identity before attending the E-AGM meeting.**

**1) In the case of shareholders wishing to attend the E-AGM meeting by themselves.**

1.1) Fill out the acceptance form to attend the 2022 Annual General Meeting of Shareholders via electronic media ("E-AGM") (*Attachment 5, page 33*) by asking shareholders to specify their E-mail and mobile phone number clearly for registration to attend the E-AGM meeting. The company will send the link for attending the E-AGM meeting and the user manual to the E-mail that you have informed here.

1.2) Attach a photocopy or photo of the identity document to confirm the right to attend the E-AGM meeting as follows:

1.2.1) In the case of shareholders who are natural people, they are required to present a copy or a photograph of a document issued by a government agency that has not expired, such as an identification card, civil servant identification card, driver's license or passport, etc., and if the name



or surname was changed, they are required to submit supporting evidence with a signature and a certified true copy.

1.2.2) In the case of a shareholder who is a juristic person, with representatives (directors) of the shareholders attending the meeting in person:

(1) A copy or photograph of documents issued by government agencies that have not expired of the representative (commissioner), such as ID cards, government identification cards, driver's licenses or passports, etc. If the name or surname is changed, supporting evidence must be submitted and signed with a certified true copy.

(2) A copy or photo of the juristic person's registration certificate (not later than 6 months prior to the date of the shareholders' meeting) of the shareholders, which has been duly certified by the juristic person representative, and a statement showing that the juristic person representative signing the proxy has the power to act on behalf of the juristic person who is the shareholder.

1.3) Submit the acceptance form to attend the 2022 Annual General Meeting of Shareholders via electronic media ("E-AGM") with proof of identity as specified in 1.1 and 1.2 above by scanning or taking a photo and sending it to the company via E-mail: secretary.s@sunvending.co.th within April 12, 2022

## **2) In the event that a shareholder wishes to appoint an independent director or other person to attend the E-AGM meeting**

Shareholders who are unable to attend the E-AGM meeting can appoint a proxy by using the proxy form A, form B, or form C (use only the Custodian) (*Attachment 9*) according to the form specified by the Department of Business Development of the Ministry of Commerce. However, shareholders can download the proxy form A, form B, and form C from the Company's website [www.sunvending.co.th](http://www.sunvending.co.th) to assign a proxy to the independent director (*Information of Independent Director/Audit Committee which shareholders can appoint as their representative appears in Attachment 7, page 39*) or appoint a proxy to another person to attend the meeting and vote on their behalf.

2.1) Fill out the acceptance form to attend the 2022 Annual General Meeting of Shareholders via electronic media ("E-AGM") (*Attachment 5, page 33*) by specifying the E-mail and mobile phone number of the proxy (another person) clearly for use in registration for the E-AGM meeting. The company will send a link for attending the meeting and a manual to access the system to the E-mail that you have notified. In the case of wishing to appoint an independent director to attend the E-AGM on your behalf, please specify only the name and surname of the independent director you wish to appoint.

2.2) Fill in the information in the proxy form (*Attachment 9*) in the form that the Company has sent to the shareholders together with the invitation to the 2022 Annual General Meeting of Shareholders by post with the signature of the proxy grantor and proxies (in the case of other persons) correctly and completely together with supporting documents for the proxy as follows:



a) In the case of a natural person appointing a proxy

(1) Proxy (either form) as stated in Clause 2.2) above by filling in the information and signing the proxy to be completely correct.

(2) A copy or photograph of documents issued by government agencies that have not expired, such as identification cards, government official cards, driver's licenses, passports, etc. If the name or surname is changed, supporting evidence must be submitted with the proxy's signature and (according to item 1) certified true copies.

b) In the case of a juristic person appointing a proxy

(1) The Proxy (either form) as stated in Clause 2.2) above and filling in the information and signing the proxy (a director authorized to sign for a juristic person or representative of the juristic person), including the stamp of the juristic person (if any) and the signature of the assignee.

(2) A copy or photo of the juristic person registration certificate (not later than 6 months prior to the date of the shareholders' meeting) of the shareholders which has been duly certified by the juristic person representative and have a statement showing that the juristic person representative signing the proxy has the power to act on behalf of the juristic person who is the shareholder.

(3) A copy or a photograph of an ID card or passport or other documents issued by government agencies that have not expired, of the representative of the juristic person (the proxy grantor under item 1) with a signature certifying the true copy.

(4) A copy or a photograph ID card or passport or other documents issued by government agencies that have not expired of the proxy with certified true copy.

c) In the case of appointing a custodian as a proxy

Please attach the Proxy Form C (use only Custodian) to the Custodian and attach the evidence of the Custodian's attorney in accordance with items b) (2) to b) (4). Together with a confirmation letter or a copy of the custodian business license.

d) In the case of shareholders who are not of Thai nationality or is a juristic person established under foreign law

Please prepare identity documents or supporting documents for proxy as in the above case by documents that are not original in English must provide an English translation attached and the representative of the juristic person shall certify the correctness with the translation.

### 3) Proxy method

3.1) All forms of proxy must be affixed with a stamp duty of 20 baht, together with a knuckle on the date that the proxy was made or can be given to the company to be the operator.

However, no matter how many shares that shareholders holds in the Company, such a shareholder must appoint only one proxy to attend the meeting and vote. The number of shares cannot be split except in the case of Proxy Form C (only used as a Custodian) by authorizing multiple proxies to split their votes.



3.2) Submit an acceptance form to attend the 2022 Annual General Meeting of Shareholders via electronic media (“E-AGM”) to request to attend the E-AGM meeting, a proof of identity with the documents for appointing the aforementioned proxy to the Company within April 12, 2022 by sending it through the following contact:

No.	Document Delivery Method	Delivery Address
1	<b>E-mail (“E-mail”)</b> Scan or take a photo of a document.	<b>secretary.s@sunvending.co.th</b>
2	<b>Post</b> Submit the original document to the company.	<b>Office of Company Secretary (E-AGM)</b> SUN Vending Technology Public Company Limited 414/25 Soi Phatthanakan 1, Bang Phong Phang Subdistrict, Yannawa District, Bangkok 10120 Tel.: 0 2295 4284

## 2. Electronic Meeting Attendance (E-AGM)

1) When shareholders or proxies who wish to attend the E-AGM meeting and have their identity verified according to the information of the shareholder registration book as of the date of determining the names of shareholders who are entitled to attend the 2022 Annual General Meeting of Shareholders, OJ International Company Limited (“OJ”), a service provider for E-AGM meeting will send a link for individual attendance and a manual for accessing the E-AGM meeting system to the E-mail that shareholders have informed in the 2022 Annual General Meeting of Shareholders Acceptance Form via electronic media (“E-AGM”) which is to register for the meeting 2 days prior to the meeting date by 1 shareholder or proxy per 1 E-mail only.

In this regard, please study the E-AGM Meeting System User Manual which has been sent to you via E-mail in detail. In case you have not received the E-Mail link for attending the meeting and a manual for accessing the said E-AGM meeting system by April 18, 2022, please contact OJ International Company Limited (“OJ”) Tel: 09-7237-0094, 09-7087-2591 and 09-9220-5684 or via E-mail: [hello@ojconsultinggroup.com](mailto:hello@ojconsultinggroup.com)

2) Attendance and voting via electronic media Can be used with computer / notebook / tablet and mobile phone via Web Browser: Google Chrome  with 4G internet or home network.

3) In the case of attending the meeting via tablet and mobile phone, shareholders must install Zoom Cloud Meeting program before attending the meeting which can be downloaded as follows:



iOS System	Android System
	
<a href="https://apps.apple.com/th/app/zoom-cloud-meetings/id546505307">https://apps.apple.com/th/app/zoom-cloud-meetings/id546505307</a>	<a href="https://play.google.com/store/apps/details?id=us.zoom.videomeetings">https://play.google.com/store/apps/details?id=us.zoom.videomeetings</a>

4) The system to attend the E-AGM meeting will be open 60 minutes in advance (09:00 a.m.) prior to the start of the meeting on April 20, 2022 which will start the meeting at approximately 10.00 am onwards. However, the live broadcast of the E-AGM meeting will begin at the meeting time as specified by the Company and a quorum is registered to attend the meeting according to the regulations of the Company only.

5) Regarding logging in, the attendees must use the information from the shareholder's registration number and the number from the shareholder's ID card.

6) Voting via E-Voting system, you will be able to vote for each agenda only by voting "Agree" or "Disagree" or "Abstain". In case of not voting on any agenda the system will immediately assume that you vote as Agree. (Using the vote counting method by casting the votes towards agreeing).

7) If the attendees have problems or have problems using the E-AGM system, you can contact OJ International Company Limited ("OJ") by phone: 09-7237-0094, 09-7087-2591 and 09-9220-5684 or via E-mail: [hello@ojconsultinggroup.com](mailto:hello@ojconsultinggroup.com)

**3. Attendance of the E-AGM meeting after the meeting has started**

To maintain rights and provide maximum convenience to shareholders who intend to attend the E-AGM meeting but may show up late at the meeting or after the start of the meeting according to the time specified in the Notice of the 2022 Annual General Meeting of Shareholders. In this case, the shareholders can still attend the E-AGM meeting at any time during the meeting until the meeting is over.

However, the Company reserves the right to refrain from voting on the agenda that has already been considered and announced the voting results. The shareholders will be able to vote only for the remaining agenda and voting has not been closed.



#### 4. Voting at the E-AGM Meeting

##### 1) Voting and voting conditions

1.1) At the shareholders' meeting, shareholders have votes equal to the number of shares they hold. In such a case, one (1) share per one (1) vote shall be counted.

1.2) Any shareholder who has a special interest in any matter is forbidden from voting on that matter. But voting for the election of directors is not subject to this article.

(n) Voting for each agenda item in the meeting via electronic media will be via the E-Voting system, in where the shareholders or proxies will be able to vote for each agenda item by voting "Agree" or "Disagree" or "Abstain" only which the system will open for you to vote in each agenda within the specified time. If the voter did not press the button to vote on any item on the agenda, the system will immediately assume that the voter voted "Agree".

(b) In the event that there are no opposers or abstainers (as the case may be), it shall be deemed that the meeting has unanimously approved the matter proposed to the meeting in all respects.

(c) In the event that a shareholder appoints another person to attend the meeting on his behalf and the shareholders have voted on the proxy form when the company receives the proxy, the company will use that vote to include the votes for the vote counting for each agenda item, considering that such votes are the votes that will be counted as the resolution of the meeting.

(d) Voting according to Proxy Form A. and Form B., the proxy cannot split the votes for each agenda. For the voting under Proxy Form C. will be able to split the votes, which will be used only in the case of being a foreign shareholder and appointing a custodian in Thailand to be a shared depository and keeper only.

(e) A resolution of the shareholders' meeting shall consist of the following votes following the Company's Articles of Association Article 45.

(1) In normal cases, the majority vote of the shareholders who attend the meeting and cast their votes. If the votes are equal, the chairman of the meeting shall have an additional vote as a casting vote.

(2) In the following cases, votes of not less than three (3) out of four (4) of the total votes of the shareholders attending the meeting and having the right to vote:

(a) Sale or transfer of all or substantial parts of the Company's business to another person.

(b) The purchase or acceptance of a transfer of the business of another company or a private company to the company.

(c) Making, amending, or terminating contracts relating to the leasing of all or substantial parts of the Company's business; Assigning other people to manage the company's business or arranging a merger with another person to share profit and loss.



- (d) Capital increase or capital reduction
- (e) Amendment to the Memorandum of Association and Articles of Association
- (f) Issuance of debentures
- (g) Amalgamation
- (h) Dissolution of company
- (i) Any other action required by law requires a vote of not less than three (3) quarters (4) of the total number of votes of the shareholders attending the meeting and having the right to vote.

## 2) Procedures for voting in each agenda

The meeting moderator will propose to the shareholders or proxies to vote on each agenda. The E-Voting system will be open for you to vote within the specified time.

### 2.1) **Vote counting and notification of vote counting results. Counting the votes of the shareholders attending the meeting in person.**

(a) In counting votes for each agenda the meeting moderator will announce the time to close the voting every time before starting the process. The company will count the votes for each agenda by deducting the votes that "Disagree" and "Abstain" from the total number of shares of shareholders or proxies who attend the meeting and have the right to vote, and notify the vote counting results to the meeting for each agenda.

(b) Once the voting has been closed via the E-Voting system, the shareholders or proxies will not be able to vote or change votes again.

### 2.2) **Vote counting according to the proxy form**

(c) Agenda according to the voting proxy form, the votes will be counted according to the proxy form whether the proxies are present or not at the meeting

(d) Agenda under any proxy form unvoiced shall be deemed to vote "Agree" whether the proxy is present or not in the meeting unless the proxy has expressed an opinion otherwise.

